

## **AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)**



**AIRPORTS DIVISION  
2700 East Airport Service Drive  
Lansing, Michigan 48906**

### **GUIDELINES FOR SPONSOR CERTIFICATIONS AND REIMBURSEMENT REQUESTS**

Last updated: July 18, 2005

## **AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)**

The land acquisition process is the same for a land reimbursement project as if a grant (sponsor contract) has been issued for land acquisition. All federal and state land acquisition regulations, policies, and guidelines must be followed in order to receive reimbursements (see CFR 49 [PART 24--UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FOR FEDERAL AND FEDERALLY-ASSISTED PROGRAMS](#)).

The Federal Aviation Administration (FAA) has given approval for Michigan airport sponsors, or their designated land consultant, to submit a Project Certification (sample enclosed) which certifies that the Airport Sponsor is claiming eligible land costs of disbursement and those costs have been spent in accordance with the terms of the project and that the reimbursement represents a share due which has not been previously requested.

Before the Airport Sponsor can request reimbursement for eligible federal/state land costs, project dollars must be appropriated, and a grant must be executed by all authorized local and federal/state parties. At primary airport sites, the FAA prepares a federal grant and MDOT Airports Division (AERO) prepares the Sponsor Contract. At block grant sites, AERO'S Sponsor Contract serves as the grant. **\*\*PROJECT COSTS ARE NOT CONSIDERED ELIGIBLE UNTIL REVIEWED AND APPROVED BY AERO.**

The Airport Sponsor's share of a land project is 2.5%, 5%, or 10% of the total project costs (depending on the year and source of funding). After all documentation is received and approved by AERO, the Airport Sponsor will be reimbursed the federal share (90% or 95% depending on funding year) and/or state share (2.5% or 5% depending on funding year) of eligible costs incurred. The federal and/or state share is spelled out in the sponsor contract.

In all cases, AERO requires that the Airport Sponsor, or its designated land consultant, submit applicable land documentation relating to the AIP Description on the Project Certification form to AERO for their review and approval. For example, if an Airport Sponsor is requesting acquisition and closing costs, documentation relating to acquisition and closing should accompany the Project Certification along with copies of the cancelled checks or list of check numbers and amounts. A land summary (sample attached) or similar form showing the breakdown of costs to be reimbursed must also be attached to the Project Certification.

The following land documents must be submitted with each Project Certification:

### Consultant Cost Certification

1. Executed land consultant contract w/breakdown of costs.
2. Executed subcontracts (i.e. appraisal, review appraisal, environmental, demolition, etc.)

### Acquisition/Closing Costs Certification

1. Title Commitment

## **AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)**

2. Appraisal Report
3. Appraisal Review
4. Preliminary Interview
5. Memorandum of Negotiations
6. Signed Offer of Just Compensation (if not in condemnation)
7. Closing Statement from Title Company (w/contract sales price, prorated property taxes, transfer tax, closing fee, title insurance policy, recording fee, etc.)
8. Other fees (attorney, advertising, incidental expenses)
9. Recorded Warranty Deed or Avigation Easement

### Condemnation Cases (if applicable)

1. Documents 1-5 listed above and unsigned Offer of Just Compensation.
2. Administrative Settlement Letter from Consultant or Sponsor.
3. Other Court Documents.
4. Recorded Court Documentation Showing Final Taking

### Relocation Certification (if applicable)

1. Replacement Housing/Rent/Down Payment Determination w/Attachments
2. All RHP Claims w/Attachments (if applicable)
3. Business Relocation Claims (if applicable)
4. Mortgage Interest Differential (if applicable)
5. Moving Expenses Claim (Fixed Schedule/Actual w/Documentation/In Lieu)
6. Incidental Expenses (RH Closing Expenses, Decent/Safety/Sanitary Inspection, Testings, etc.) (if applicable)
7. Other Relocation Expenses

### Rents Received/Salvage Items (if applicable)

1. Parcel Owner Rental Agreement of Acquired House
2. Documentation of Rents Received (copies of rental checks to Airport Sponsor)
3. Value of Salvage Items
4. Documentation of Salvage Items Purchased (copies of checks to Airport Sponsor)

### Demolition Certification (if applicable)

Demolition Contract w/Parcel Demolition Costs

Land Project documentation should be submitted to the following address:

Michigan Department of Transportation  
Airports Division  
2700 East Airport Service Drive  
Lansing, Michigan 48917  
PH: (517) 335-9755 FAX: (517) 886-0366

Forms and guidance documents may be obtained by going to the AERONAUTICS Land Acquisition web site:

[http://www.michigan.gov/aero/0,1607,7-145-6772\\_30342---,00.html](http://www.michigan.gov/aero/0,1607,7-145-6772_30342---,00.html)

## AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

### PROJECT COST CERTIFICATION

SPONSOR:

\_\_\_\_\_

PROJECT NAME:

\_\_\_\_\_

FEDERAL PROJECT NO.:

\_\_\_\_\_

PARCEL NOS.:

\_\_\_\_\_

CERTIFICATION NO.:

\_\_\_\_\_

DATE:

\_\_\_\_\_

### PROJECT COST DISTRIBUTION FOR THIS CERTIFICATION:

AIP Description	Federal	State	Local	Total
Total				

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE CLAIMED COSTS OF DISBURSEMENT ARE IN ACCORDANCE WITH THE TERMS OF THIS PROJECT AND THAT THE REIMBURSEMENT PRESENTS THE SHARE DUE WHICH HAS NOT BEEN PREVIOUSLY REQUESTED AND THAT THE COSTS HAVE BEEN REVIEWED AND ALL WORK IS IN ACCORDANCE WITH THE TERMS OF THE GRANT.

\_\_\_\_\_  
(Authorized Representative/Title)

\_\_\_\_\_  
Date

Encl. (Land Summary No. \_\_\_\_, dated \_\_\_\_\_)

AIP-LAND ACQUISITION PAYMENT SUMMARY

Airport:

Page No.:

Date:

Preparer:

Report No.:

City:

Consultant:

Grant Amount:

Federal:

State:

Local:

Sponsor Contract:

Project No.:

Item No.:

Job No.:

Project Description:

Pcl. No.	Acres	Property Owner	Date Acq.	Appraised Value	Acq. Cost	Taxes	Incid.	TOTAL COST	Consultant	Appraisal	Reloc.	Phase I	Demolition	Eligible Costs	FAA or State Share
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
								0						0	0.0
		AERO admin costs						0						0	0.0
		TOTALS			0.0	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0

NOTES:

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
AIRPORT IMPROVEMENT PROGRAM  
SPONSOR CERTIFICATION  
REAL PROPERTY ACQUISITION**

(Sponsor)  
(Work Description)

(Airport)

(Project Number)

Title 49, United States Code, section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in Title 49, Code of Federal Regulations (CFR), Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Uniform Act), as amended.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	Yes	No	N/A
1. The sponsor's attorney or other official has (will have) good and sufficient title as well as title evidence on property in the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been (will be) extinguished, modified, or subordinated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If property for airport development is (will be) leased, the following conditions have been met:			
a. The term is for 20 years or the useful life of the project,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The lessor is a public agency, and			
c. The lease contains no provisions that prevent full compliance with the grant agreement.			
4. Property in the project is (will be) in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was (will be) obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces, property interest was (will be) obtained for the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. The right of flight,			
b. The right of ingress and egress to remove obstructions, and			
c. The right to restrict the establishment of future obstructions.			

	Yes	No	N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include (will include) the following:			
a. Valuation data to estimate the current market value for the property interest acquired on each parcel, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Verification that an opportunity has been provided the property owner or representative to accompany appraisers during inspections.			
8. Each appraisal has been (will be) reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to FAA for review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. A written offer to acquire each parcel was (will be) presented to the property owner for not less than the approved amount of just compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Effort was (will be) made to acquire each property through the following negotiation procedures:			
a. No coercive action to induce agreement, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Supporting documents for settlements included in the project files.			
11. If a negotiated settlement is not reached, the following procedures were (will be) used:			
a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Supporting documents for awards included in the project files.			
12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was (will be) established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were (will be) provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have prepared documentation attached hereto for any item marked "no" that is correct and complete.

.....  
(Name of Sponsor)

.....  
(Signature of Sponsor's Designated Official Representative)

.....  
(Typed Name of Sponsor's Designated Official Representative)

.....  
(Typed Title of Sponsor's Designated Official Representative)

.....  
(Date)